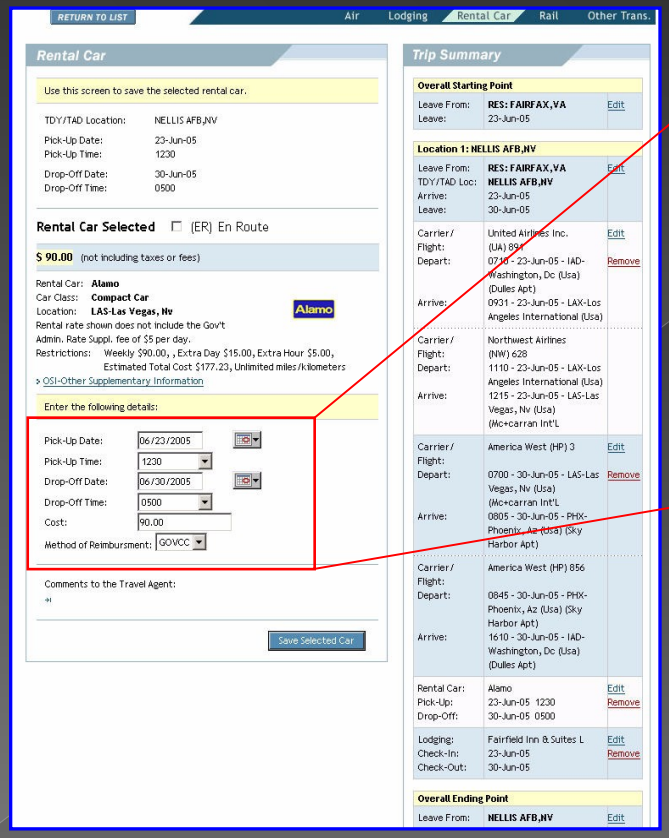
Paying Your GOVCC

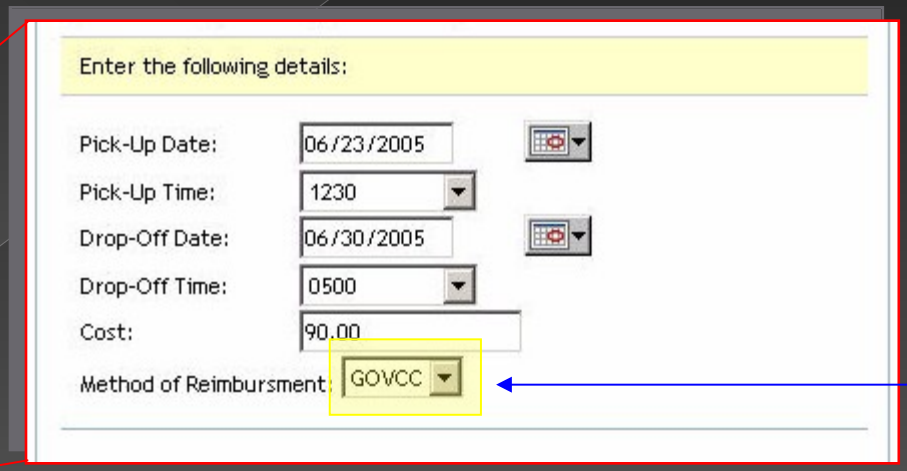
How to pay on your Government Charge Card After TDY Travel

Traveler should get their total amount owed to their GOVCC from their APC or by contacting a card services **representative.**

DTS And Your GOVCC

The Defense Travel System allows the traveler to control where they need reimbursements to be sent (personal or GOVCC accounts)


RETURN TO LIST
Air
Lodging
Rental Car
Rail
Other Trans.
Rental Car
Use this screen to save the selected rental car.
TDY/TAD Location: NELLIS AFB,NV
Pick-Up Date: 23-Jun-05
Pick-Up Time: 1230
Drop-Off Date: 30-Jun-05
Drop-Off Time: 0500
Rental Car Selected
(ER) En Route
$ 90.00 (not including taxes or fees)
Rental Car: Alamo
Car Class: Compact Car
Location: LAS-Las Vegas, Nv
Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of $5 per day.
Restrictions: Weekly $90.00, , Extra Day $15.00, Extra Hour $5.00, Estimated Total Cost $177.23, Unlimited miles/kilometers
OSI-Other Supplementary Information
Enter the following details:
Pick-Up Date: 06/23/2005
Pick-Up Time: 1230
Drop-Off Date: 06/30/2005
Drop-Off Time: 0500
Cost: 90.00
Method of Reimbursment: GOVCC
Comments to the Travel Agent:
Save Selected Car
Trip Summary
Overall Starting Point
Leave From: RES: FAIRFAX,VA
Leave: 23-Jun-05
Location 1: NELLIS AFB,NV
Leave From: RES: FAIRFAX,VA
TDY/TAD Loc: NELLIS AFB,NV
Arrive: 23-Jun-05
Leave: 30-Jun-05
Carrier/Flight: United Airlines Inc. (UA) 894
Depart: 0710 - 23-Jun-05 - IAD-Washington, Dc (Usa) (Dulles Apt)
Arrive: 0931 - 23-Jun-05 - LAX-Los Angeles International (Usa)
Carrier/Flight: Northwest Airlines (NW) 628
Depart: 1110 - 23-Jun-05 - LAX-Los Angeles International (Usa)
Arrive: 1215 - 23-Jun-05 - LAS-Las Vegas, Nv (Usa) (Mc+carran Int'L
Carrier/Flight: America West (HP) 3
Depart: 0700 - 30-Jun-05 - LAS-Las Vegas, Nv (Usa) (Mc+carran Int'L
Arrive: 0805 - 30-Jun-05 - PHX-Phoenix, Az (Usa) (Sky Harbor Apt)
Carrier/Flight: America West (HP) 856
Depart: 0845 - 30-Jun-05 - PHX-Phoenix, Az (Usa) (Sky Harbor Apt)
Arrive: 1610 - 30-Jun-05 - IAD-Washington, Dc (Usa) (Dulles Apt)
Rental Car: Alamo
Pick-Up: 23-Jun-05 1230
Drop-Off: 30-Jun-05 0500
Lodging: Fairfield Inn & Suites L
Check-In: 23-Jun-05
Check-Out: 30-Jun-05
Overall Ending Point
Leave From: NELLIS AFB,NV



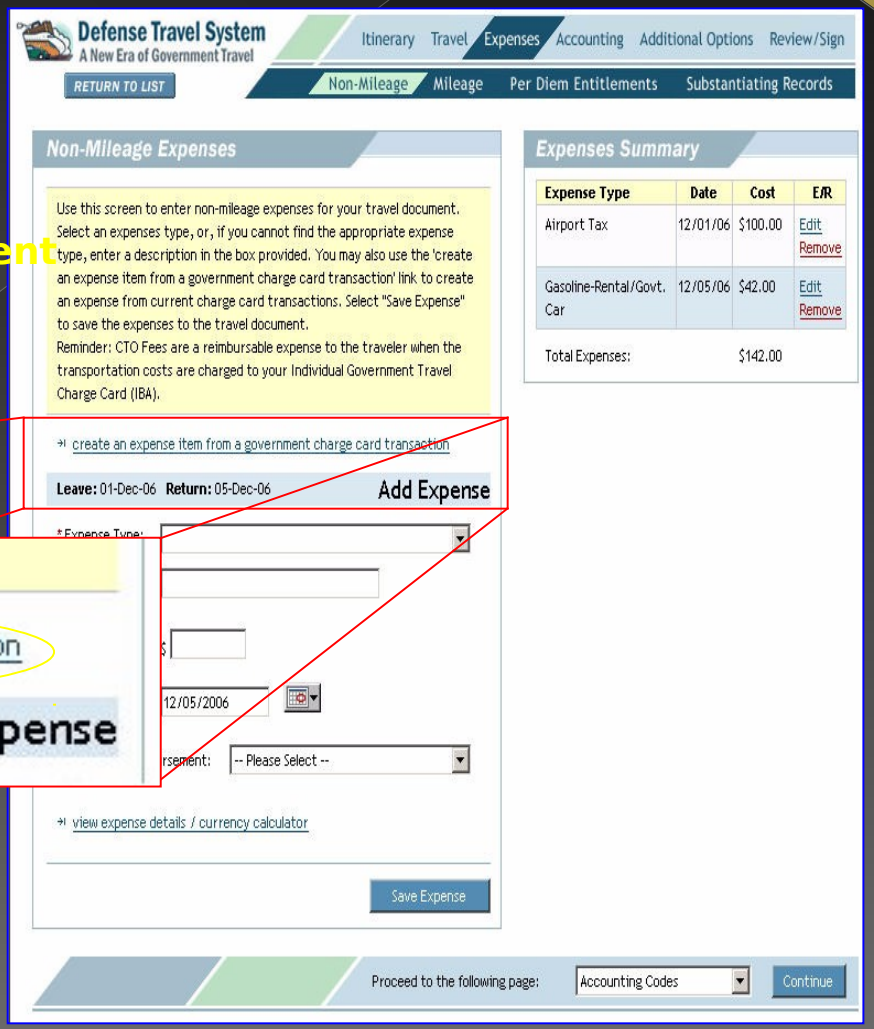
Travelers are **required** to use their GOVCC for payment of items such as flights, lodging, rental vehicles,
and all other mandatory TDY expenses.

GOVCC should be selected on the Method of Reimbursement drop down menu for these items.

Add GOVCC Transactions

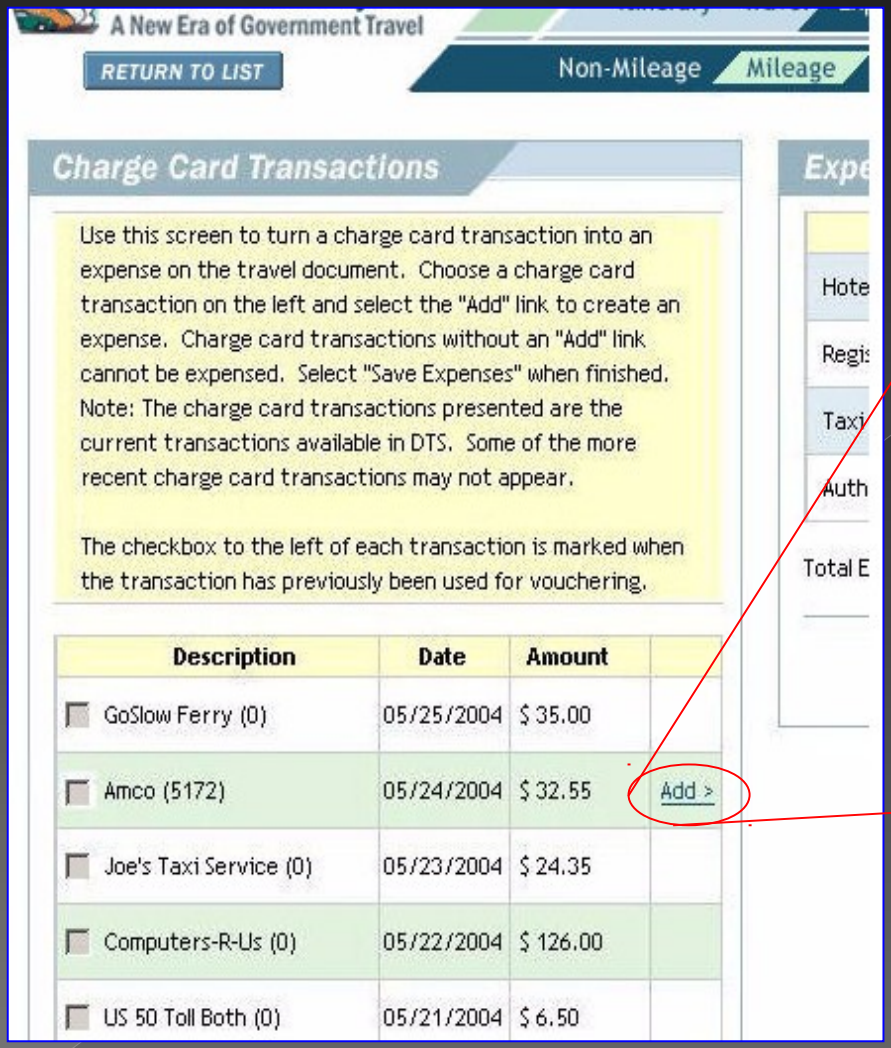
Beginning on the non-mileage expense screen, use the following steps to add GOVCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

- Click **create an expense from a government charge card transaction**
  - The Charge Card Transactions screen will open


Defense Travel System
A New Era of Government Travel
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
RETURN TO LIST
Non-Mileage
Mileage
Per Diem Entitlements
Substantiating Records
Non-Mileage Expenses
Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).
Expenses Summary
Expense Type
Date
Cost
E/R
Airport Tax
12/01/06
$100.00
Edit
Remove
Gasoline-Rental/Govt. Car
12/05/06
$42.00
Edit
Remove
Total Expenses:
$142.00
create an expense item from a government charge card transaction
Leave: 01-Dec-06 Return: 05-Dec-06
Add Expense
12/05/2006
-- Please Select --
view expense details / currency calculator
Save Expense
Proceed to the following page:
Accounting Codes
Continue

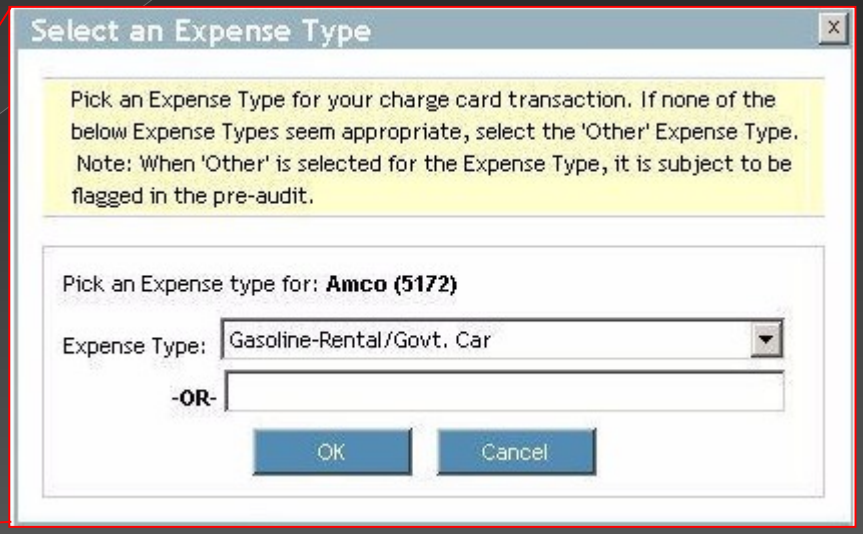
Charge Card (IBA).
create an expense item from a government charge card transaction
Leave: 01-Dec-06 Return: 05-Dec-06
Add Expense

Add GOVCC Transactions Cont…


A New Era of Government Travel
RETURN TO LIST
Non-Mileage
Mileage
Charge Card Transactions
Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.
Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.
The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering.
Description
Date
Amount
GoSlow Ferry (0) 05/25/2004 $ 35.00
Amco (5172) 05/24/2004 $ 32.55 Add >
Joe's Taxi Service (0) 05/23/2004 $ 24.35
Computers-R-Us (0) 05/22/2004 $ 126.00
US 50 Toll Both (0) 05/21/2004 $ 6.50

*The Charge Card Transactions screen

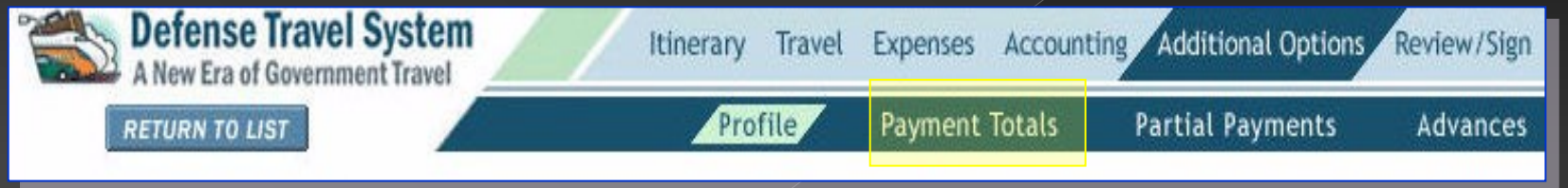
- Click **Add** to the right of the transaction to add i to the Expense Summary
  - A pop-up window opens, prompting you to select an expense type from the drop-down


Select an Expense Type
Pick an Expense Type for your charge card transaction. If none of the below Expense Types seem appropriate, select the 'Other' Expense Type.
Note: When 'Other' is selected for the Expense Type, it is subject to be flagged in the pre-audit.
Pick an Expense type for: Amco (5172)
Expense Type: Gasoline-Rental/Govt. Car
-OR-
OK
Cancel

- Click the **Expense Type** drop-down list arrow an select an **expense type**.-OR-Complete the **-OR-** with the expense type
- Click **OK** for expense to be added to the Expense Summary and click **Save Expenses**

Payment Totals

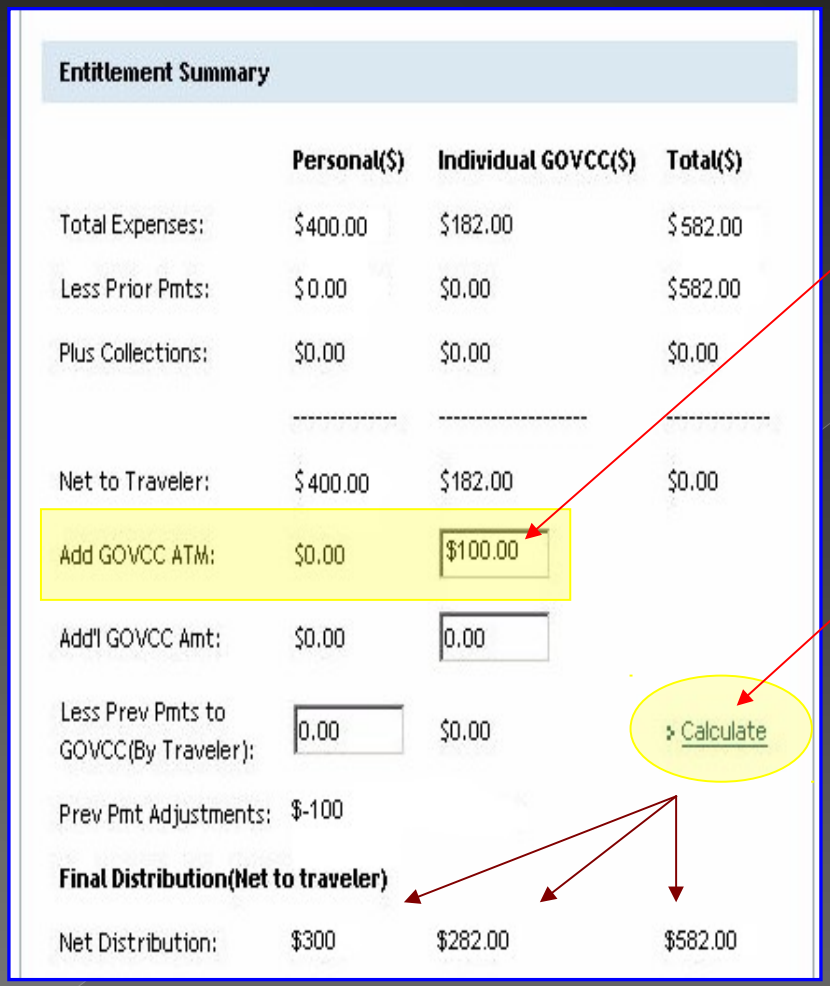
Travelers are also able to adjust payment amounts being made by DTS by entering the Payment Totals Screen



The Payment Totals feature allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The traveler may make an additional payment to the GOVCC or account for payments previously made to the GOVCC.

Note: Any ATM processing fees associated with the GOVCC will need to be entered in the Expenses section. Do not add them in the Payment Totals section.

GOVCC ATM Advance



Entitlement Summary

	Personal($)	Individual GOVCC($)	Total($)
Total Expenses:	$400.00	$182.00	$582.00
Less Prior Pmts:	$0.00	$0.00	$582.00
Plus Collections:	$0.00	$0.00	$0.00
Net to Traveler:	$400.00	$182.00	$0.00
Add GOVCC ATM:	$0.00	$100.00	
Add'l GOVCC Amt:	$0.00	0.00	
Less Prev Pmts to GOVCC(By Traveler):	0.00	$0.00	Calculate
Prev Pmt Adjustments:	$-100		
Final Distribution(Net to traveler)			
Net Distribution:	$300	$282.00	$582.00

Use the following steps to add a GOVCC ATM Advance:

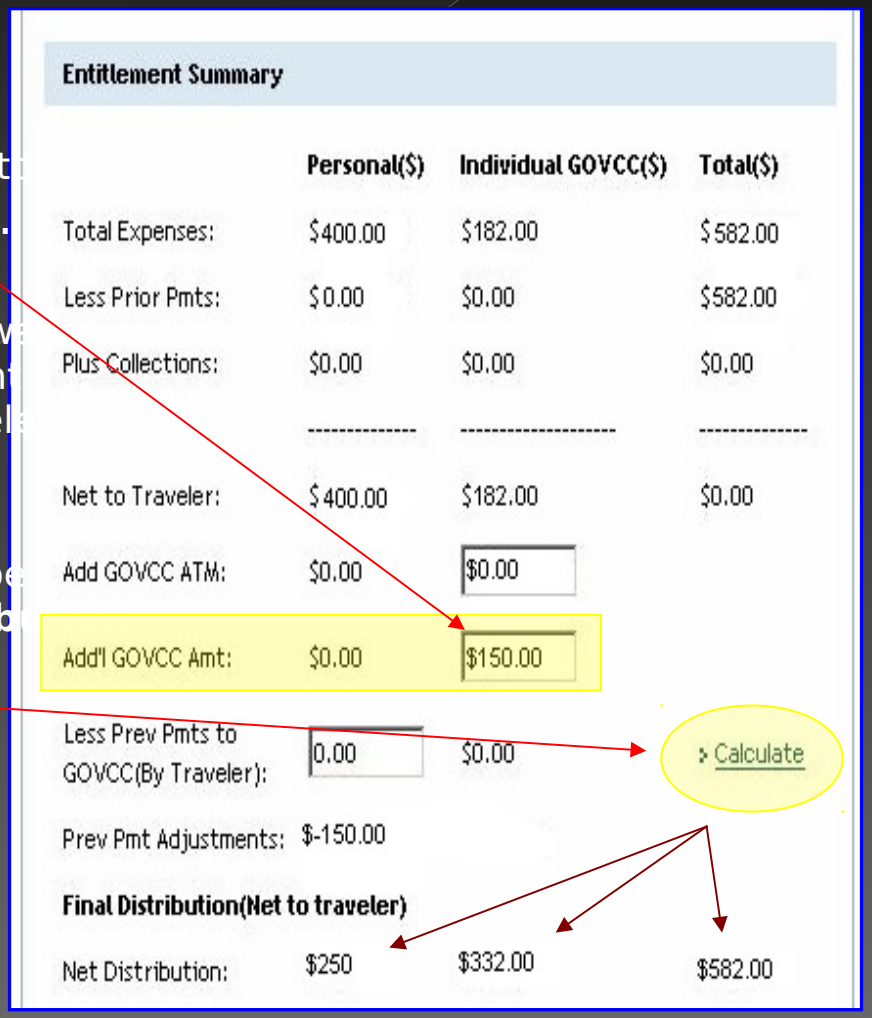
- Enter the total amount of the advance(s) into the **Add GOVCC ATM** field.
  - The dollar amount entered in the Add GOVCC ATM field will take money that was originally going to the traveler's account and instead s it directly to the traveler's GOVCC account.
- Click **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The specified amou will be decremented from the **Personal Net Distribution** field.

Additional Payment to GOVCC

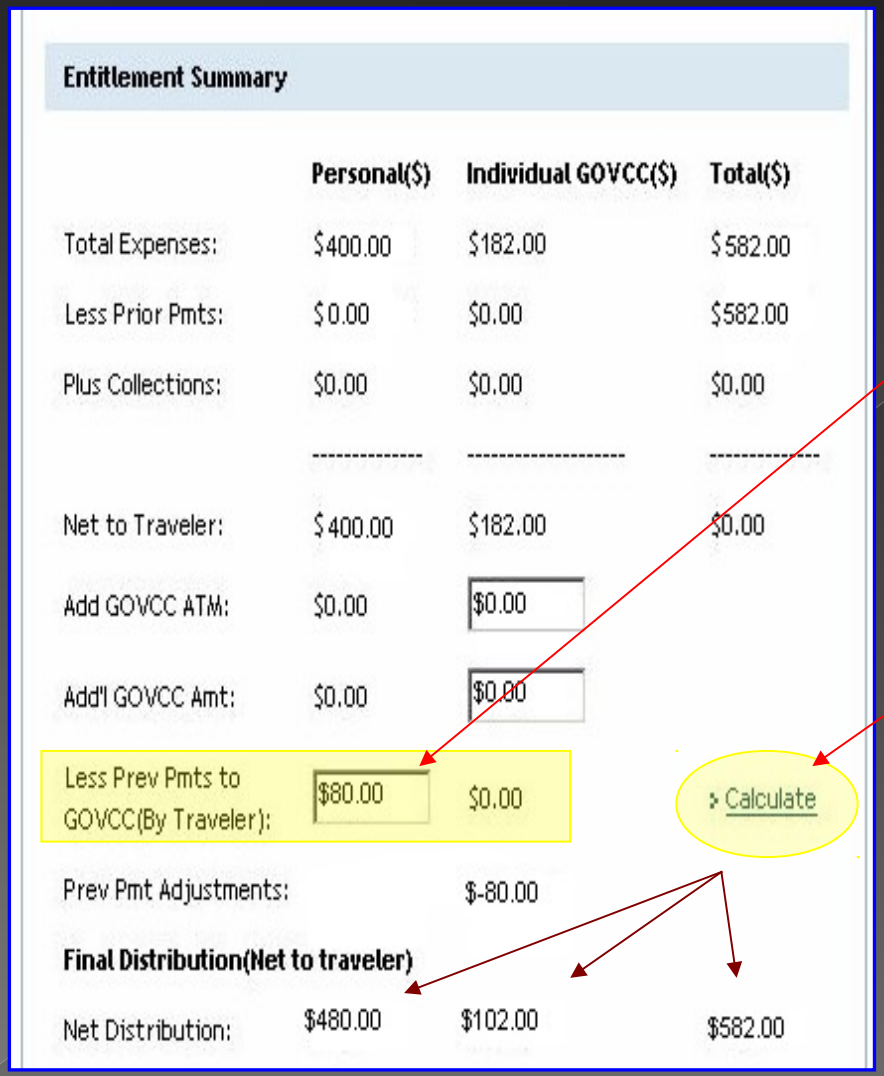
Use the following steps to add an additional payment to the GOVCC:

- Enter the amount of the additional payment t
  the GOVCC into the **Add'l GOVCC Amt** field.
  - ➢ The dollar amount entered in the Add'l GOVCC Amt field will take money that w originally going to the traveler's account and instead send it directly to the travel GOVCC account.

- Click **Calculate**. The specified amount will be decremented from the **Personal Net Distrib** field.



Subtracting Payments From GOVCC



Use the following steps to enter an am paid by the traveler to the GOVCC acc before the DTS disbursement was paid

- Enter an amount into the **Less Prev Pmts t GOVCC (By Traveler)** field.
  - In this field, the traveler can enter a dolla amount that will take money that was originally going to the GOVCC account a instead send it to the traveler's account.
- Click **Calculate**. The specified amount will b incremented to the **Personal Net Distribut** field.

This would be used if the traveler had to make a payment to the GOVCC account before being reimbursed by DTS. A document showing the previously paid amount should be included in substantiating documents.

References

Document Processing Manual, DTS Version 1.7.1.8, Updated 5/25/07 Chapter 4.8.2 Payment Totals

http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_4.pdf

I MEF DTS Helpdesk Website

http://www.i-mef.usmc.mil/dts

Defense Travel Management Office (DTMO) Web Site

http://www.defensetravel.dod.mil/

Defense Travel System (DTS) Web Site

http://www.defensetravel.osd.mil/dts/site/index.jsp